



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING
540 SOUTH DUPONT HIGHWAY
THOMAS COLLINS BUILDING (D570C), SECOND FLOOR, SUITE 3
DOVER, DELAWARE 19901

MEMORANDUM

FAX: (302) 744-1045

TELEPHONE: (302) 744-1035

#01-3

TO: All Department and School Fiscal Officers
Super Card Agency Coordinators and Back-up Coordinators

FROM: Valencia L. Beaty, Executive Assistant *VMB*

DATE: August 10, 2000

SUBJECT: AUTOMATED SUPER CARD BILLING (ASCB)

The Department of Finance and the State Treasurer's Office have been working to improve operating efficiencies related to the payment of invoices to PNC Bank. To that end, effective with the August 2000 billing, the Department of Finance, Division of Accounting, will administer an automated billing and payment system for the small purchase and travel card program known as the "Super Card." This system (*i.e.*, "ASCB") is similar to the Department of Administrative Services' postage, fleet, and telephone payments. With the ASCB, the Division of Accounting will pay the entire PNC invoice and charge your agency for your specific amount.

Many of you are aware of our delinquent status, with PNC Bank, as a result of some agencies not paying their bills on time. The terms of the contract between PNC and the State require payment within thirty days; at present, we are not meeting the terms of this agreement. If the total of the delinquent accounts reaches the State's credit limit, all cards will be automatically deactivated.

The ASCB system has been designed to provide timely payment of PNC Bank invoices, thus eliminating the delinquent status of many accounts, and avoiding the possible termination of the Super Card program by PNC Bank. The system will allow for ease of payment by agencies and reduce the number of checks issued by the State. This, in turn, will save the State time and monies associated with the processing of payments. Additionally, agencies will no longer need to request the return of checks to attach backup information.

The administrative procedures associated with this process are as follows:

1. A budget unit consists of a Department, Division, and Section; each billing account may only have one line of coding, using a valid appropriation account.
2. With ASCB, the Division of Accounting will charge you, via an intergovernmental voucher (*i.e.*, "iv"), for your portion of the PNC bill. Each participating budget unit must pay the entire monthly charge (**DO NOT REDUCE THIS CHARGE FOR ANY REASON.**) If you have a discrepancy, please call Shelley Stanley at (302)744-1054.
3. Examine your agency's bill for accuracy and appropriateness of all charges. Follow the usual procedures, as outlined in your Super Card Purchase/Travel Program Manual, for any disputed charges.
4. Your agency has the option of using a purchase order or may direct claim charges. If a purchase order is issued it must be limited to one line.
5. **Recoding is not necessary.** However, your specific agency may desire or mandate this. If so, at your agency's option, you must redistribute the expenses to the appropriate object codes and any appropriations, cost centers, federal programs, IBU/MBU, etc., by using the DFMS Expenditure Correction (EX) document. If you have any coding strip problems or questions, please call your state accountant.

Please complete the attached form for the budget unit for which you will be receiving an intergovernmental voucher. The budget unit number can be found in the upper right hand corner of the intergovernmental voucher, beneath the box that reads "**off rec acct.**" To ensure the accuracy of your coding strip, please fax the completed form by Tuesday, August 22, 2000, to Shelley Stanley at (302)744-1045.

It is important that you fax this information in a timely manner to avoid errors as to how your FY01 charges are applied. Any future changes to your coding strip must be sent by e-mail, sstanley@state.de.us or fax, (302) 744-1045.

As we move forward with improving our process flow, I thank you in advance for your continued patience and cooperation. Should you have questions pertaining to the ASCB, please contact Phyllis Jurczak, Senior State Accountant, at (302)744-1052.

VLB: bb

cc: Clifford B. Edwards, Director of Accounting
Thomas A. Kirkpatrick, Chief Financial Mgmt Svcs
Lee Ann Walling, Deputy Treasurer
Phyllis Jurczak, Senior State Accountant
Shelley Stanley, Accounting Specialist



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING

DESIGNATION OF APPROPRIATION FOR PAYMENT OF SUPER CARD CHARGES

ACCOUNT CODE

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LINE NO.	PURCHASE ORDER REFERENCE			LINE	FY	FUND	DEPT	ORGAN	APPR	OBJT	PROG	JOB PROJECT	REPT CAT
	CODE	DEPT	NUMBER										
	PO									9350			